

**United States Bankruptcy Court
Southern District of Ohio
Vacancy Announcement**

Position: Term Law Clerk to Judge C. Kathryn Preston

Announcement No. 2006-1

Location: Columbus, Ohio

Opening Date: January 23, 2006

Closing Date: February 10, 2006

Initial appointment will be for a term of one year and one day from entrance on duty. The position may be extended without further advertising.

Grade/Salary Range

Salary ranges from \$43,844 (JSP 9) to \$116,148 (JSP 14). To qualify for a JSP 11 to JSP 14, starting salary commensurate with qualifications and experience.

Position Overview

Provides legal research and writing assistance to the Columbus Bankruptcy Judges. Prepare bench memos, draft orders and opinions, communicate with counsel regarding case management and procedural requirements, and assist the Judge during courtroom proceedings. Performs others duties as assigned by the Judge.

Qualifications

To qualify for the position of law clerk, you must be a law school graduate and have at least two years of work experience in bankruptcy law.

Candidate must have two years of post graduate legal experience and bar membership to qualify for a JSP 12; three years of post graduate legal experience (includes at least one year of federal elbow law clerk experience) and bar membership to qualify for a JSP 13; and four years of post graduate legal experience (includes at least two years of federal elbow law clerk experience) and bar membership to qualify for a JSP 14.

Applicants should have a knowledge of the law and legal procedure, have studied Bankruptcy Law in law school, have legal experience in the bankruptcy field, and possess skill in writing legal memoranda and opinions. Must be able to use Westlaw or Lexis, WordPerfect or Word, and to quickly process and resolve complex issues. Must have excellent verbal, written and interpersonal skills.

Legal Work Experience

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in the military service may be credited, on a month-for-month basis, whether before or after graduation, but not to exceed one year if before graduation.

Benefits

- ◆ Participation in the health and life insurance programs
- ◆ 13 days paid vacation per year (first three years)
- ◆ 20 days paid vacation per year (after three years)
- ◆ 26 days paid vacation per year (after fifteen years)
- ◆ 10 paid holidays
- ◆ Long-term disability insurance
- ◆ Long-term care insurance
- ◆ Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- ◆ Public transportation subsidy (dependent on fiscal year funding)

How to Apply

Submit a cover letter with a detailed resume, salary history, writing sample and law school transcript to:

Human Resources Department
U. S. Bankruptcy Court
120 West Third Street
Dayton, OH 45402

Or you may fax the above to (937) 225-2954.

The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.

As a condition of employment, the selected candidate will be subject to a background check, and a mandatory electronic direct deposit of salary payment. All court employees are at will, and therefore the selected candidate may be removed from this position at any time.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected .

THIS COURT IS AN EQUAL OPPORTUNITY EMPLOYER